Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

County User Guide

June 2017
webDEALER 3.1.1

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1 Overview

Title work is submitted electronically to your office. Applications include scanned images of the required documents necessary to process the title application including, but not limited to, the evidence of ownership (e.g., MCO, out of state title, Texas title, etc.), Form 130-U, odometer disclosure statement, and Vehicle Inspection Report (VIR). When you're ready, approving the title application is literally a click of a button.

1.1 Features

Entering title applications through webDEALER allows you to use a more streamlined title and registration application process and provides you with a more efficient approval process. Benefits and features include:

- Option to establish entities:

    o Without inventory – assign the plate and print the sticker at your office (no bond is required)

    o With inventory – entity is assigned an inventory of plates and stickers
        - Validation of inventory allocated to entities – live monitoring of inventory issued by dealerships
        - Ability to download assigned plate inventory data for use with inventory management systems

- System monitoring of outstanding title transactions for an entity

- Entities in other counties can submit title applications electronically to your county once approved and established by your county

- Examine and view documents as a single PDF regardless of how the entity uploads the title application documents

- Live calculation of the prorated fees when transferring special plates

- Ability to easily return a title application with feedback

- Visibility of all title applications for your county from start to finish

- Ability to batch print receipts

- Payments and fees for each application are calculated precisely

1.2 Signatures

With webDEALER, there are two ways a dealer can process and complete a webDEALER transaction:

- Uploading the completed *Application for Texas Title and/or Registration* (Form 130-U)

- Electronically capturing the seller's and buyer's signature using the Seller Disclosure and Buyer Acknowledgment feature

NOTE: An entity that is not a dealer (set up as a commercial fleet buyer) does not have the ability to capture the seller's and buyer's signature electronically.

1.2.1 Upload of *Application for Texas Title and/or Registration* (Form 130-U)

This method requires the entity to upload the Form 130-U in order for the application to be electronically processed in webDEALER. The seller and buyer(s) will sign the Form 130-U as they normally do and then upload it when processing the application.

1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires a dealer to begin the application by creating the seller's disclosure at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to login to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, date of birth, Driver License/ID card audit number, and last four-digits of their Social Security number to complete the Buyer Acknowledgment. A successful login and acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. The Form 130-U is not required to be uploaded in this case, which will be evident when you review the title application.

See Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment.

Note: The buyer's signature requirement on the back of the ownership document is satisfied if the purchaser of the vehicle elects to electronically complete the Buyer Acknowledgment.

2 Getting Started

2.1 Setup

Notify your local TxDMV Regional Service Center (RSC) that your county is ready to start using webDEALER. RSCs are there to set your county up to use webDEALER and assist in any way. Once a county administrator has been authorized to access webDEALER, your county can independently bring on entities.

webDEALER is intended to have at least two people in each county designated as administrators. Administrators are responsible for adding additional users, managing user permissions, and removing users.

2.2 Recommendations

To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). An ACH can be established whereby you "pull" funds from an entity's account as needed. See Appendix 2 – ACH Authorization Example.

2.3 You Should Know

You cannot set a bookmark for webDEALER once the application has been started. You will need to access it through the login page each time.

The evidence of ownership (e.g., MCO, out of state title, Texas title, etc.) must be stamped **SURRENDERED** on the front and back, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp must be stamped on the front and back of the ownership document and on the next blank assignment.

If a Dealer's Reassignment accompanies the transaction, the evidence of ownership must be stamped **SURRENDERED** and the Dealer's Reassignment must also be stamped **SURRENDERED** on the next available assignment or diagonally, if applicable.

An entity is required to retain the original, stamped evidence of ownership in their purchase and sales records.

Figure 1: Surrendered Titles

Once a title is stamped **SURRENDERED**, that title becomes invalidated, is considered surrendered to the department, and cannot be used in another title application.

If the entity stamps **SURRENDERED** on a title in error, they will be required to replace the evidence of ownership document in order to submit a new title application.

Note: All signatures are required to be recreated (signed by the original persons). If assignments cannot be recreated or a duplicate cannot be obtained, then the only option is to have the entity obtain a bond or court order.

Scanned images must be of the original documents. The scanned images cannot be copies of original documents. If you or TxDMV determines the documents attached to a title application are copies of originals, the title application must be returned or rejected, and the entity will be required to scan the originals or obtain ownership through a court order or bond.

Note: Title applications with out of state titles containing value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) cannot be submitted through webDEALER.

3 Accessing and Using the Home Page

County administrators must first give security rights through RTS Local Options before a user is able to access webDEALER.

3.1 Accessing webDEALER

To access webDEALER, follow these steps:

1. Access webDEALER using an RTS workstation. The webDEALER menu link can be found under the RTS Title menu.

2. The RTS Workstation ID you access webDEALER through will display on the login page.

3. Enter your username and password for webDEALER, which are the same as RTS.

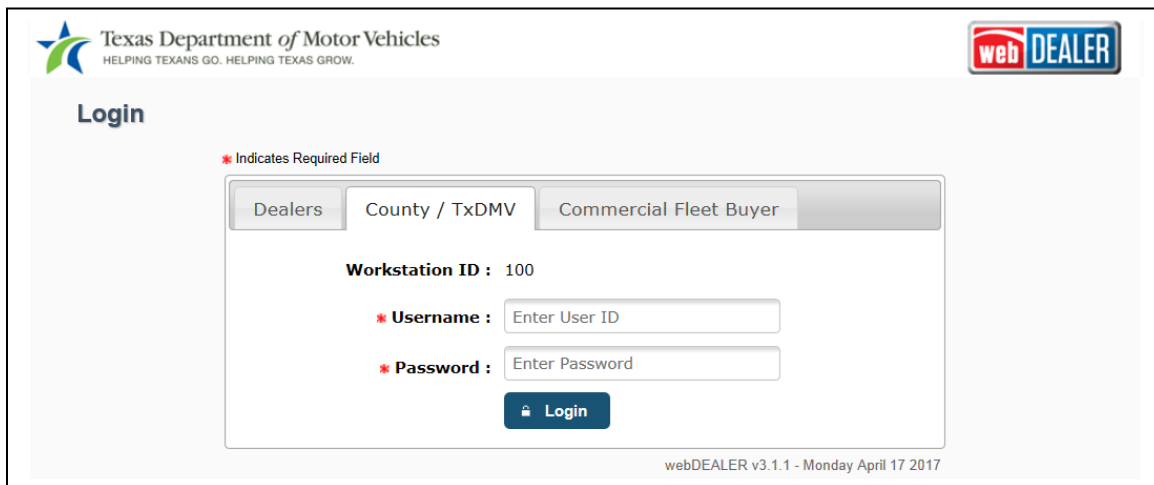   **Note:** Password changes must be completed using the RTS security menu.

Figure 2: Login Page

Note: When RTS is closed out, all of your webDEALER approved title applications will be reflected on your RTS Workstation ID.

3.2 Using the Home Page

The Home Page gives you an overall view of actions needed by your county.

Figure 3: Home Page

3.2.1 Home Page Tabs

The "Title Awaiting Review" tab displays up to 10 of the oldest title applications awaiting your review. Titles Awaiting Review are applications considered complete by entities and submitted to you for review and approval.

The "Reviewed Titles" tab displays the Reviewed Title Groups awaiting payment and approval.

The "DMV Rejected" tab displays title applications that have been approved by you, but rejected by TxDMV.

3.2.2 Title Activity Box

Counts of certain activities are shown in the Title Activity box. Clicking on the **underlined number** will take you to the list of applications for the particular activity.

3.2.3 Search Bar

You can use the search bar located in the top right corner to find a specific title application by searching by Vehicle Identification Number (VIN) or the Document Number.

3.2.4 Navigation Menu

The blue tabs accross the top of the page will show on everypage allowing you to navigate quickly through webDEALER.

3.2.5 Authorized Entities

Clicking on **Authorized Entities** will display a page with all the dealerships and commercial fleet buyers that have been authorized to submit applications to your county.

Authorized Dealers serviced by FLOYD

GDN	GDN Category	Dealer Name	Phone #
P109561X	TRAILER/SEMITRAILER	ACE AUTO & EQUIPMENT SALES INC	(210)669-0291
P105185	MOTOR VEHICLE	ADRIAN PRIETO - ARCO AUTOMOTIVE	(915)479-5000
P2337X	TRAVEL TRAILER	ANGELINA MANUFACTURED HOUSING - ANGELINA RV TRAVEL CENTER	(409)632-8414
P121014	MOTORCYCLE	ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS	(361)205-4997
P121014	MOTORCYCLE	ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS	(361)205-4997
P108934	MOTOR VEHICLE	ARTHURO JOHNSON INC. - CITY AUTO SALES	(903)948-6261
P589	MOTORCYCLE	ATASCOSA COUNTRY SALES INC	(830)281-2244
P110937X	TRAVEL TRAILER	AUTO GROUP OF SAN ANTONIO LTD	(210)496-3222
P128859	MOTORCYCLE	BRADLEY L HANATH - B&M REPAIR	(979)865-2155
P112306	MOTORCYCLE	BRENT MCCULLOUGH - MCCULLOUGH MOTORS	(254)756-3491
P5234X	TRAILER/SEMITRAILER	CAMPBELL PORTABLE BUILDINGS LT	(936)598-3389
P1095X	TRAVEL TRAILER	CAMPER CLINIC INC	(361)729-0031
P100647X	TRAILER/SEMITRAILER	CHARLIE BOILES - CHARLIE BOILES AUTO SALES	(254)840-2488
P10842	MOTOR VEHICLE	CLEO BAY IMPORTS, INC. - CLEO BAY HONDA	(254)690-7355

Figure 4: Authorized Entities

4 County Administrator

webDEALER is designed to have a minimum of two administrators in each county tax office with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users.

In order for a county user to have access to webDEALER, they must have a current username in RTS. The username and password in RTS will be the same for webDEALER.

Note: It is the county administrator's responsibility to remove an employee's access when they are no longer working for your county.

4.1 Adding/Configuring a County User

1. The administrator logs into webDEALER.
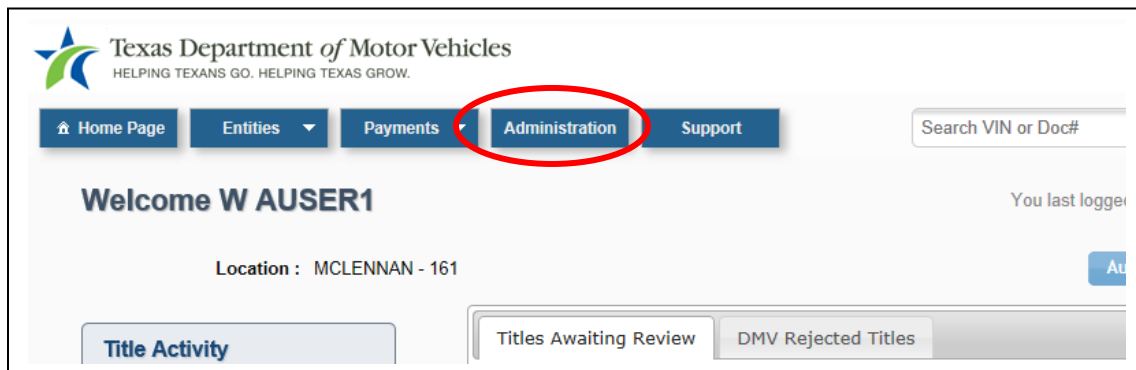
2. On the Home Page, click the **Administration** tab.

Figure 5: Home Page

3. The Location Details page displays your county information and authorized users.

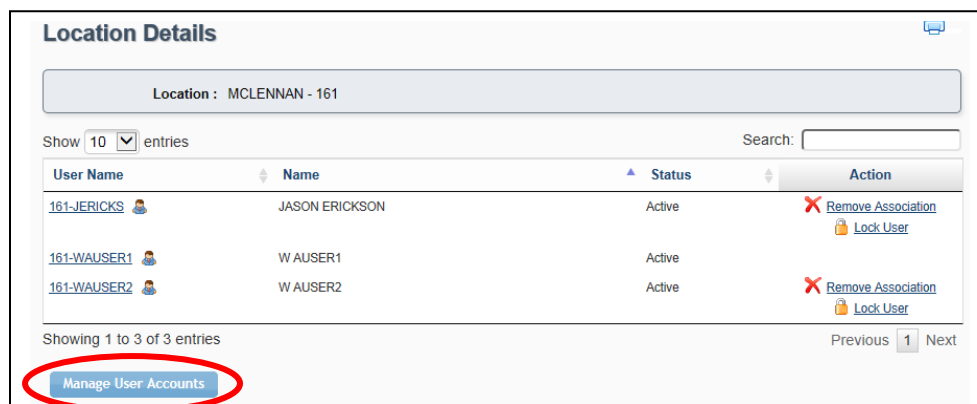4. On the Locations Details page, click **Manage User Accounts**.

Figure 6: Location Details Page

5. Search for the user by entering their RTS username. Click **Search**.

Figure 7: Search User

6. Locate the user from the search results. Click **Add to Location**.

Figure 8: Add User to Location

7. Select permissions for the user under the Assigned Permissions. Click **Save.**

Figure 9: Assigned Permissions

4.2 Adding Dealerships

County administrators add the dealerships and the dealership administrators. The dealership administrators must have an eTAG account in order to be set up in webDEALER. Other dealership users will also have to have an eTAG account in order for the dealership administrator to add them as users. Their eTAG username and password will be the same to access webDEALER.

If a dealership operates with multiple DBAs under one GDN license, you will need to add and configure each DBA separately.

Note: In order for a dealership with a motor vehicle GDN license to submit title applications for ATVs/ROVs to your office, you must first contact the TxDMV IT Service Desk to request an ATV/ROV modification to the dealership's account.

To authorize a dealership to submit title applications to your county, follow these steps:

1. From any page, click **Dealer Management** under the Entities tab.

Figure 10: Entities Tab – Dealer Management

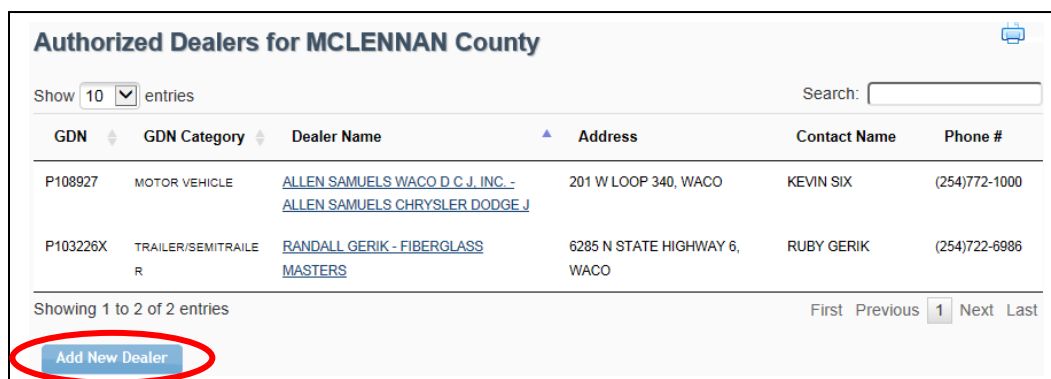2. Click **Add New Dealer** at the bottom of the screen.

Figure 11: Add New Dealer

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3. In the search box, enter the Dealer GDN. Click **Search**.

Figure 12: Search for Dealer

4. Click on the **Dealer ID** (this is a system generated ID number). If a dealership operates under multiple DBAs, each DBA will have to be added separately in webDEALER and configured separately for inventory.

Figure 13: Search Results

5. On the Account Details page, enter the dealership's Contact Name, Email, and Phone #. Click **Save**.

Figure 14: Account Details Page

Note: A "Used Vehicle Sales Only" box is available on the Account Details page. This box should be checked when setting up independent dealerships (used vehicles). You do not check this box for franchise dealerships.

4.2.1 Configuring Dealerships

After you have added the dealership, you will need to configure their permissions.

To configure a dealership, follow these steps:

1. On the dealership's Account Details page, click **Configure**.

Note: After configuration, the following message will display on their Account Details page depending on how the dealership is set up:

- For franchise dealerships, it will show "New & Used Vehicle Sale"

- For independent dealerships (used vehicles), it will show "Used Vehicle Sales Only"

2. Complete the Configure Account for {County Name} page.

Figure 16: Configure Account by County

a. Enter the maximum number of unapproved title applications the dealership can have active at any one time. webDEALER defaults to 50; the maximum number is 5,000.

b. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

   Note: You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request pop-up window displays advising existing groups will automatically be ungrouped.

c. Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Dealer ID Number is required if plates are to be issued by the dealership.

   Note: When dealerships issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated.

3. Click **Save**.

4.2.2 Dealer Deputies

A Dealer Deputy is a dealer that has been deputized, authorized to issue registration stickers, and has an inventory of license plates in webDEALER. Once approved by you, the Dealer Deputy can:

1. Retain $1.00 from the Processing and Handling Fee assessed.

2. Set a Title Convenience Fee of up to $10.00 that will apply to each title transaction processed.

Note: Dealers that use webDEALER, but have not been issued an inventory of registration stickers and license plates are not required to be deputized. These dealers may not retain any portion of the Processing and Handling Fee and may not assess the Title Convenience Fee.

4.2.3 Adding a Dealership Administrator

County administrators are responsible for adding the dealership and dealership's administrator to webDEALER. In order to add the administrator, the administrator must have an eTAG account. The eTAG username and password will be the sign in information for webDEALER.

To add a dealership administrator, follow these steps:

1. Access the dealership's Account Details. Click **Add User**.

Figure 17: Add Dealership Administrator

2. Search for the user by entering their eTAG information. Search by Username, their First and Last Name, or their Email. Click **Search**.

Figure 18: Search User

Note: A search by the Username yields the best results.

3. Locate the user from the search results. Click **Add to Account**.

Figure 19: Add to Account

4. Check the Administrator check box. This action will check all of the available permissions. Click **Save.**

Figure 20: Administrative Permissions

4.3 Adding a Commercial Fleet Buyer (CFB)

In order to have access to webDEALER, a CFB must have a Texas Department of Motor Vehicles (TxDMV) issued CFB ID. To receive a CFB ID and Username, the CFB must contact your office and provide the following information with a request to have a webDEALER CFB account set up:

- Business name

- The business address, city, state, zip

- Federal Employer Identification Number (FEIN) and Tax Permit Number

- Vehicle physical location (where the vehicle will be kept for titling purposes) if the CFB is a rental company

- The first and last name of the administrator and their contact information (phone number and email address)

Once received, you will need to open a TxDMV Service Desk request with this information to have the CFB location and first CFB administrator added to webDEALER.

4.3.1 Configuring Commercial Fleet Buyers

Once the TxDMV has added the CFB location, you must configure their account. To configure a CFB account, follow these steps:

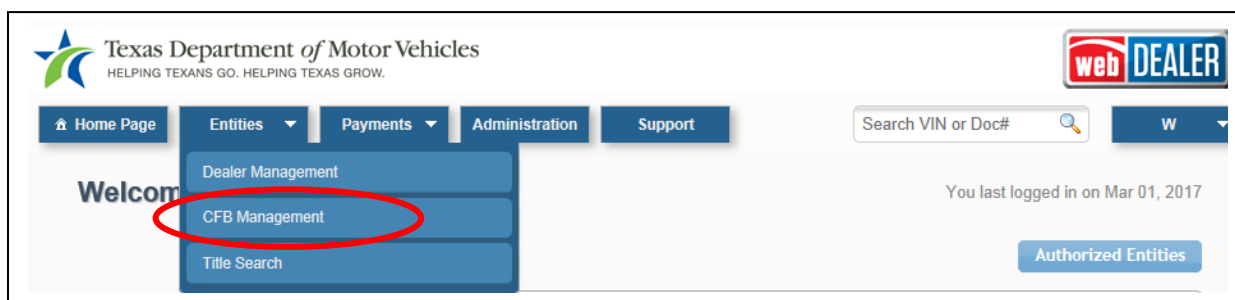1. From any page, select **CFB Management** under the Entities tab.

Figure 21: Entities Tab – CFB Management

2. Click on the **CFB Name**.

Figure 22: Select CFB

3. On the Account Details page**,** click **Configure**.

Figure 23: Configure

4. Complete the Configure Account for {County Name} page.

Figure 24: Configure CFB Account

a. Enter the maximum number of unapproved title applications the CFB can have active at any one time. webDEALER defaults to 50; the maximum number is 5,000.

b. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

    Note: You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request pop-up window displays advising existing groups will automatically be ungrouped.

c. Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Entity ID Number is required if plates are to be issued by the CFB.

    Note: When CFB's issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated.

d. Select the "Rental" checkbox if the CFB is a car rental company. If not, leave the box unchecked (selecting the "Rental" checkbox will make the physical address a required field).

e. Complete the Vehicle Physical Location section if the CFB is a rental company.

5. Click **Save.**

4.3.2 Adding Additional CFB Users

Each CFB user must be added by the TxDMV. You will need to open a new TxDMV Service Desk request to add additional CFB users to webDEALER. Once the user is in webDEALER, the CFB administrator can set the user's permissions.
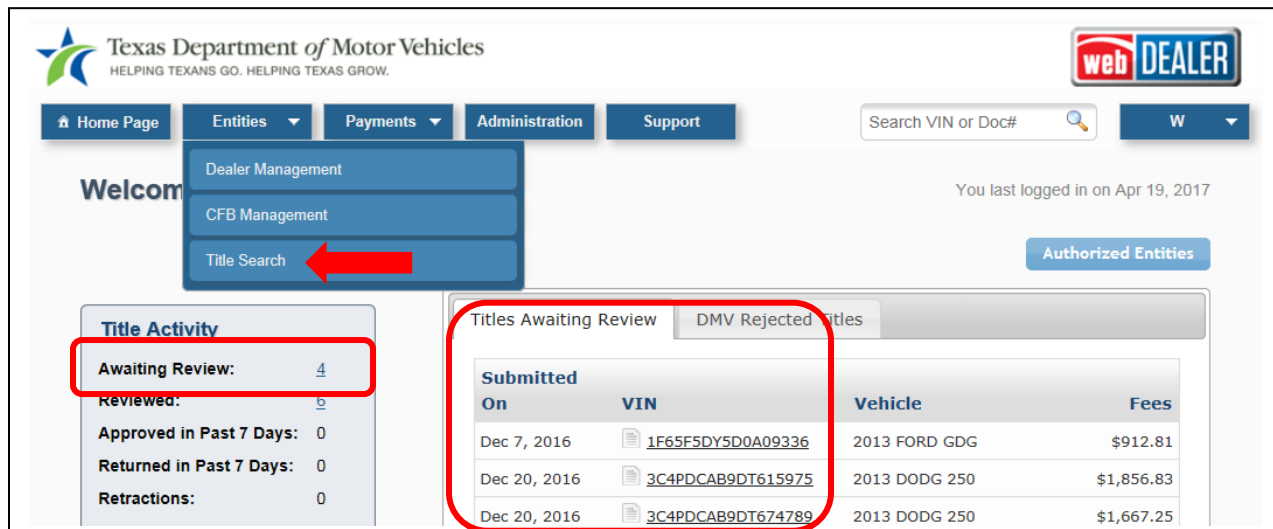
The first and last name of the user and their contact information (phone number and email address) will be required with each new user request.

5 Reviewing Title Applications

You can view a title application and mark it as reviewed while awaiting payment. To review a title application, the user must have "Review/Approve/Return Title" as an Assigned Permission (Refer to <u>Section 4.1 – Adding/Configuring a County User</u>).

You can find the title applications awaiting review in the following ways:

- On the Home Page, click the number adjacent to Awaiting Review in the Title Activity box.

- On the Home Page, under the **Titles Awaiting Review** tab.

- From any page, select **Title Search** under the Entities tab, and filter for "Submitted" application status.

Figure 25: Title Awaiting Review

To review a title application, follow these steps:

1. Click the **VIN**.

2. The Title Preview page displays, showing the Application Status as Submitted.

Figure 26: Submitted Title Application

3. Check to see if there is a retraction request on the title application. If there is a retraction request, the status of the application will appear in red, and there will be a warning message in red at the top of the Title Preview page (Refer to Section 11 – Retracting Title Applications).

Figure 27: Submitted Application with a Retraction Request

4. Click **View Documents** to review the uploaded documents.

Figure 28: View Documents Button

5. The left column of the Documents popup contains the information entered in the application. The right column contains the documents uploaded by the entity. Verify the information matches, and close the Documents popup by clicking the X in the upper right corner.

Figure 29: Documents Popup

Note: For used vehicle transfers, you can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page.

6. If an entity has not been configured to issue plates, the Plate and Sticker Information section of the Title Preview page will reflect there is Incomplete Data (e.g., Plate number is missing). Click the **Edit Icon** on the right to open the Plate and Sticker Information page.

Plate and Sticker Information Incomplete Data

Plate Source: New Plate (County Issued) Plate Number: ---
Sticker Type: Windshield

Figure 30: Plate and Sticker Information

7. Enter the Plate Number, verify the Sticker Information is correct. Click **Save**.

Plate and Sticker Information

Application Status: SUBMITTED VIN: 1GBFK16R9XJ441258

＊ Indicates Required Field

Plate Information

＊ Plate Source : New Plate (County Issued)
＊ Plate Number :

Vehicle Class: PASS
Registration Class: 25 - PASSENGER-LESS/EQL 6000
Plate Type: PSP

Sticker Information

Sticker Type : ◉ Windshield ○ Plate

Cancel Save

Figure 31: Plate Number

8. If the entity is transferring the buyer's special plate, the Plate and Sticker Information section of the Title Preview page will display the special plate information.

Plate and Sticker Information

Plate Source: Special Plate Plate Number: BEVOCG

Special Plate Details

Plate Code: PLPC117 Organization Name: LONGHORN C
Expiration Date: 6 / 2014 Owner:
Plate Term: 5 year

Sticker Type: Windshield

Figure 32: Special Plate

9. When inspection is manually verified by the entity, the Inspection Information section is shown on the Title Preview page. A message will display to prompt you to verify the Vehicle Inspection Report (VIR) was uploaded by the entity and the inspection information entered matches the VIR.

Sales Tax Information

Sales Tax Category: SALES/USE

Sales Tax Date: Apr 2, 2017

Sales Price: $58,343.74

Inspection Information   Vehicle Inspection Report MUST be verified.

Date of Inspection: Apr 2, 2017

Inspection Type: 2YR   Inspection Fee: 16.75

Figure 33: Inspection Information

Note: The uploaded VIR will show in the Documents popup.

10. Click **Review** at the bottom of the Title Preview Screen. The status will change from Submitted to Reviewed.

Expiration Date: 3 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	$13.00
OWNER VERIFICATION FEE	$0.50
TEXAS MOBILITY FUND FEE	$20.00
SALES TAX FEE	$1,562.50
BUYERS TAG	$5.00
WINDSHIELD STICKER	$50.75
REG FEE-DPS	$1.00
CNTY ROAD BRIDGE ADD-ON FEE	$10.00
CHILD SAFETY FUND	$1.50
INSPECTION FEE-1YR	$7.50
PROCESSING AND HANDLING FEE	$4.75
Total Fees	**$1,676.50**

Cancel   Return Title   Review

Figure 34: Review Button

11. The reviewed title application will appear on the Reviewed Titles with Payments Due page (if no grouping is enabled), on the Group Reviewed Titles for Payment (if county grouping is enabled), or on the Title Search page filtered for "Reviewed" status (if entity grouping is enabled). Refer to <u>Section 7 – Grouping Title Applications</u>.

Note: Once an entity groups the title application, it will appear on your Reviewed Title Groups with Payments Due page.

6 Returning a Title Application

A title application may be returned by you for any reason, such as the documents scanned were not the originals, the images were unreadable, missing signatures, or incorrect information. When an application is returned, its status will be changed from Submitted or Reviewed to Returned, and it can be found in the list of Returned Titles on the Home Page.

To return a title application, follow these steps:

1. Locate the application you want to return. Click the **VIN**.

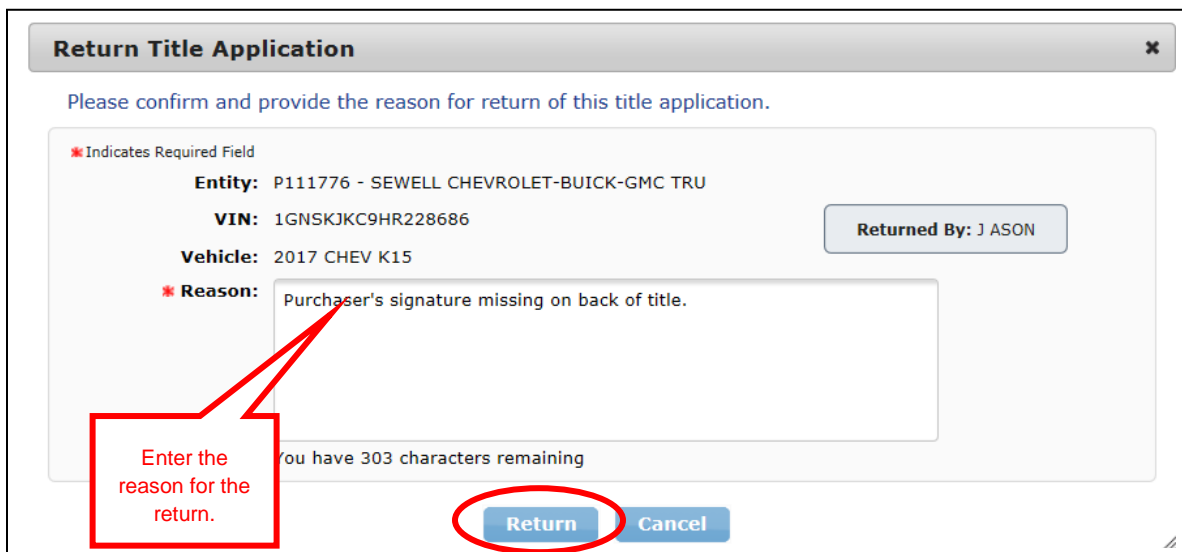2. On the Title Preview page, click **Return Title** at the bottom of the page.

Figure 35: Return Title Button

> **Note:** The Review button will not display if the title application is in the Reviewed status.

3. The Return Title Application popup displays. Type the reason for the return in the reason section of the popup. Click **Return**.

Figure 36: Return Title Popup

> **Note:** In order to return a Title Application that is in a group, the group will first need to be ungrouped (Refer to Section 7.2 – Ungrouping Title Applications).

7 Grouping Title Applications

Title applications in Reviewed status can be grouped for payment. You can group and ungroup reviewed title applications or configure entity accounts, so they can group reviewed title applications. County or Entity grouping must be enabled to use this feature (Refer to Section 4.2.1 – Configuring Dealerships and Section 4.3.1 – Configuring Commercial Fleet Buyers). If you or the entity has the functionality set to group transactions, a title application must be grouped before payment and approval can be processed.

Note: If an entity is set up to group title applications, they will only be able to group those applications after your office has marked them as Reviewed.

If grouping title applications is enabled for your county, Group Reviewed Titles is an option under the Payments tab. It allows you to group title applications that have a Reviewed status. Once grouped, payment can be applied, and the title applications can be approved as a batch instead of individually.

Figure 37: Payments Tab

If title applications have already been grouped, the Title Activity box will display the number of groups in the number adjacent to "Grouped." Only groups created in the last 30 days will be counted.
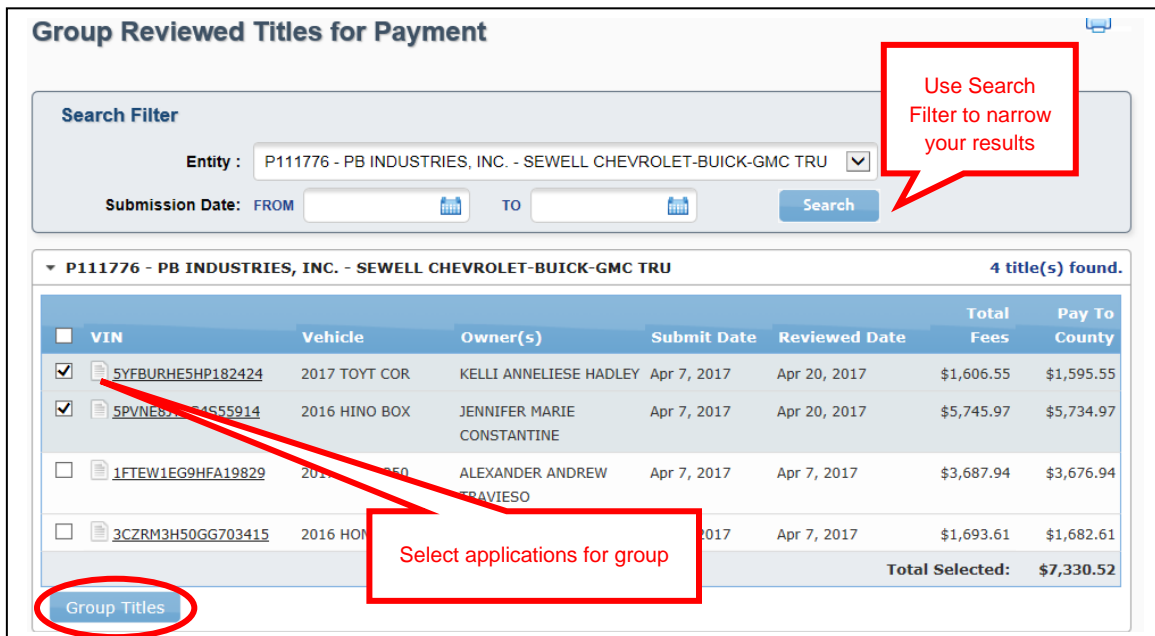

Figure 38: Grouped in Title Activity Box

7.1 Grouping Title Applications

If grouping title applications is enabled for your county, follow these steps to group title applications:

1. Click on **Group Reviewed Titles** under the Payments tab.

2. On the Group Reviewed Titles for Payment page, select the entity you want to group applications for or use the Search Filter for submission date to populate the list of applications for grouping.

3. Mark the box to the left of each application to include in the group. Click **Group Titles** to create a group with the selected title applications.

Figure 39: Group Reviewed Titles for Payment

4. The Group Reviewed Titles for Payment pop-up window is displayed. Click **Group Titles**.

Figure 40: Group Reviewed Titles for Payment Popup

5. The Group Reviewed Titles for Payment page shows with the Group ID on the top of the page.

Figure 41: Group ID

6. The group is displayed on the Reviewed Title Groups with Payments Due page.

Figure 42: Reviewed Groups with Payments Due

Note: Both county grouped and entity grouped applications will show on the same page.

7.2 Ungrouping Title Applications

Whomever is set up to do the grouping (county or entity) can also choose to ungroup the title applications.

Note: If the entity is set up to do the grouping, you will not be able to ungroup their grouped title applications.

To ungroup title applications that your office has grouped, follow these steps:

1. From the Reviewed Title Groups with Payments Due page, click the **Group ID** of the group you want to ungroup.

Figure 43: Select Title Group

2. On the Group Details page, click **Ungroup**.

Figure 44: Ungroup

3. Confirm that you do want to ungroup these applications by clicking **Yes** on the Confirm Request popup.

Confirm Request ✖

The Reviewed Title Group will be ungrouped for:

           Group ID: P111776-77-277

    Grouped For: PB INDUSTRIES, INC. - SEWELL CHEVROLET-BUICK-GMC TRU

Are you sure ?   Yes   No

Figure 45: Confirm Request

8 Approving and Recording Payment

Once title applications are in the Reviewed status or applications have been reviewed and grouped, you can approve and record payment.

8.1 Approving Non-grouped Applications

A title application in the Reviewed status can be approved if you or the entity are not set up to group.

To approve and record payment on non-grouped title applications, follow these steps:

1. Go to the Reviewed Titles with payments Due Page by selecting **Reviewed Titles with Payments Due** under the "Payments" tab.

Figure 46: Payments Tab

2. Select the entity that submitted the application you want to approve and record payment.
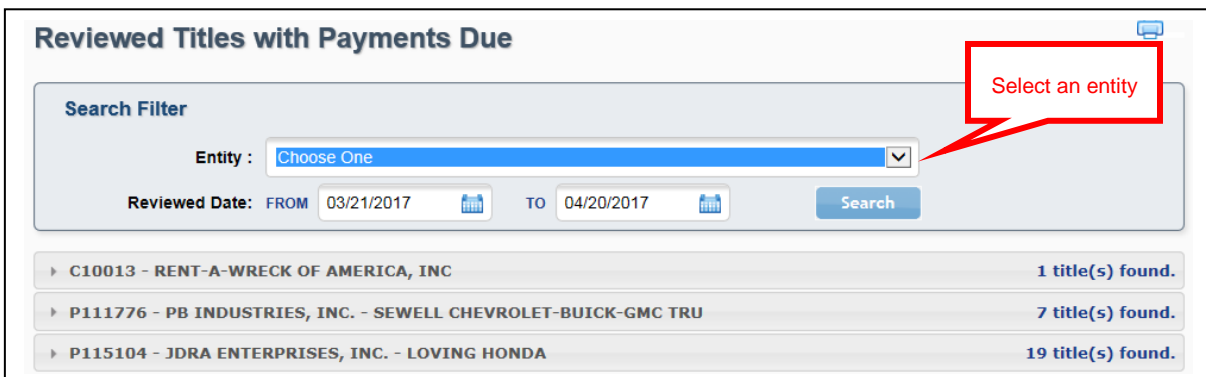
Figure 47: Select Entity

3. Mark the box next to the title applications for approval and recording payment. Click **Record Payment**.

Figure 48: Select Title Applications

4. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

Figure 49: Approval and Payment Confirmation Popup

8.2 Approving Grouped Applications

Once applications are grouped, they can be approved, and payment can be processed.

You can access Reviewed Title Groups with Payments Due in the following ways:

- On the Home Page, click the number adjacent to Grouped in the Title box.

- Select the **Reviewed Titles** tab on the Home Page, then click on a Group ID.

- From any page, select **Groups with Payments Due** under the Payments tab at the top of the page.

Figure 50: Groups with Payments Due

1. The Reviewed Title Groups with Payments Due page displays. Use the Search Filter to narrow your results, or expand an entity menu and click a **Group ID**.

Figure 51: Reviewed Title Groups with Payments Due

2. The Group Details page displays. Click **Record Payment**.

Figure 52: Record Payment

3. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

Figure 53: Approve and Record Payment

9 View Payment

You can view payments that have been processed for all title applications.

To view payments, follow these steps:

1. Select **Payments Completed** under the Payments tab.

Figure 54: Select Payments Completed

2. The Payments Completed page displays. Narrow the results by using the Search Filter, or click a Reference # to view the payment information.

Figure 55: Payments Completed Page

3. The Payment Details page displays with all the payment information.

Figure 56: Payment Details

9.1 Delete Payment

If you processed a payment incorrectly or by mistake, you may delete the payment from the Payments Completed page.

Once a payment is deleted, the title application reverts back to an unpaid status; however, the application will still be approved. To delete a payment, follow these steps:

1. Click the **Reference #** of the payment on the Payments Completed Page.

2. Click **Delete Payment** in the Payment Details section.

Figure 57: Delete Payment

3. The Payments Completed page displays with the message "Payment record has been deleted. All associated titles have been marked as unpaid."

4. Once a payment is deleted, the title application reverts back to an unpaid status. However, the application will still be approved. These applications will appear on the Approved Titles with Payments Due page. This page can be accessed by selecting **Approved Titles with Payments Due** under the Payments tab.

Figure 58: Payments Tab

5. You can reprocess the payment from the Approved Titles with Payments Due page by selecting the applications for payment and clicking **Record Payment**.

Figure 59: Approved Titles with Payments Due

6. Complete the Payment Confirmation information. Click **Record Payment.**

Figure 60: Payment Confirmation

10 Printing Receipts

If an entity is not configured to issue registration stickers, you can print the final receipt either individually or by a batch once a title application is approved. To print a receipt, follow these steps:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Entities tab.
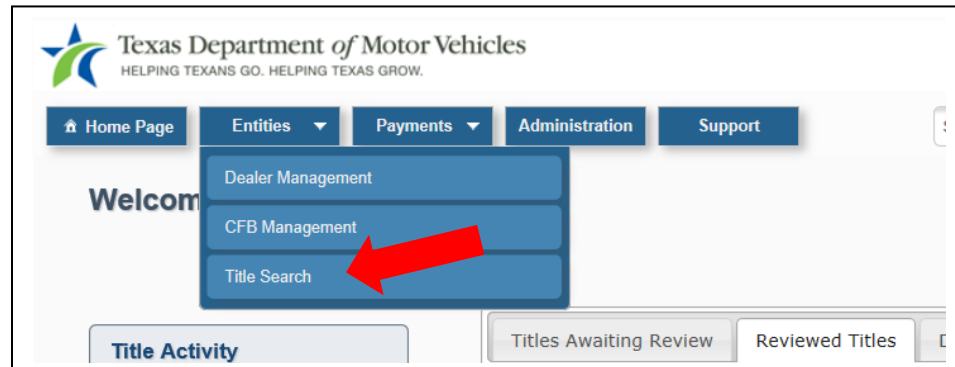
Figure 61: Access Title Search page

2. In the Search Filter on the Title Search page, select the Application Status of "Approved." Click **Search**.

3. The Approved Title List page will display with the applicable results. The results can then be grouped by Approval Date (default) or Entity. You can optionally select an Entity and/or enter a Date Range to narrow your search criteria.
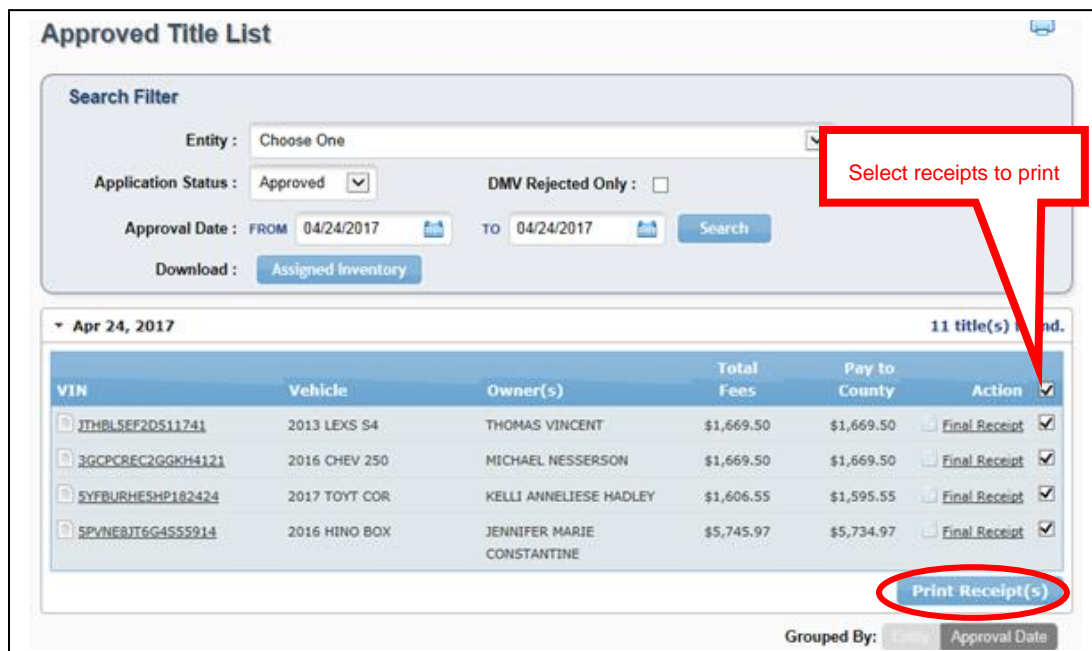
Figure 62: Print Receipts

4. Mark the box next to the applicable title applications. Mark the box at the top of the list to mark all title applications.

5. Click **Print Receipt(s)**.

6. A PDF message will appear, and you must open the file to view and print the receipts.

10.1 Print Receipt from Title Preview

The Title Preview screen will also show a link to "View Final Receipt" where you can print the final receipt for the individual title application.

Figure 63: Title Preview Page Print Receipt

11 Retracting Title Applications

An entity can request the retraction of a submitted title application. This request is initiated by the submitting entity, but you can approve or decline the request. Declining a retraction request from the entity changes the status of an application from Submitted to Reviewed. Approving a retraction request changes the status of an application from Submitted to Returned. Once returned, a title application can be modified and resubmitted by the entity.

11.1 Viewing Retraction Requests

You can locate title applications with retraction requests through the Title Activity box or from the Title Search page.

- On the Home Page, click the number next to Retractions in the Title Activity box.

Figure 64: Retraction Requests

- From any page, select **Title Search** under the Entities tab at the top of the page. Use the Search Filter to select an Application Status of "Submitted" with the Retraction Requests Only check box checked.

Figure 65: Title Search Page – Retraction Requests

To review a retraction request, follow these steps:

1. On the Submitted Title List page, click the **VIN**.

Figure 66: Select VIN

2. The Title Preview page will display. The Application Status will be in red, and there will be a warning message at the top of the page.

Figure 67: Retraction Request, Title Preview Page

3. You can view the reason for the retraction request by clicking the **Application Status** to view the Transaction History.

Figure 68: Transaction History

11.2 Approving Retraction Requests

To approve a retraction request and place the application in the Returned status, follow these steps:

1. On the Title Preview page, click **Return Title.**

CNTY ROAD BRIDGE ADD-ON FEE	$10.00
CHILD SAFETY FUND	$1.50
INSPECTION FEE-2YR	$16.75
PROCESSING AND HANDLING FEE	$4.75
Total Fees	**$1,725.25**

Cancel Return Title Review

Figure 69: Return Title Button

2. The Return Title Application popup will appear. Enter in the reason for returning the application, which enables the **Return** button. Click **Return**.

Return Title Application ✖

Transaction History

Date	Type	By
Feb 14, 2017	Retraction Request	W AUSER

Reason: Wrong inspection type entered

Please confirm and provide the reason for return of this title application.

✱ Indicates Required Field

Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J

VIN: 5YFBURHE3FP275429

Vehicle: 2015 TOYT COR

Returned By: W AUSER2

✱ Reason: Please provide the correct information.

You have 310 characters remaining

Return Cancel

Figure 70: Return Title Application Popup

3. This will approve the retraction request and change the status of the application from Submitted to Returned. With this change in status, the submitting entity can edit and resubmit the title application.

11.3 Declining Retraction Requests

To decline a retraction request, follow these steps:

1. Review the information on the Title Preview page, and review the upload documents by clicking **View Documents**.

Figure 71: View Documents

2. The Review button will activate after the View Documents popup closes, and the Plate and Sticker information has been updated, if applicable. Click **Review.**

Figure 72: Click Review

3. You must certify you want to proceed with the application even though there is a pending retraction request on the application. Click **Review.**

Figure 73: Retraction Request Certification

4. The declined retraction request will be documented in the Transaction History and can be seen by clicking the **Application Status** on the Title Preview page.

12 Transaction History

The history of title applications is tracked and displayed in a Transaction History that can be viewed by clicking on the **Application Status** on the Title Preview page.

The types of transactions collected and displayed in the Transaction History include:

- Retraction Request – when a retraction is requested

- Retraction Declined – when a retraction is requested and not accepted by your office

- Returned – when a title application is returned or when a retraction request is approved (thus returning the title application)

- Resubmitted – when a title application is resubmitted.

To view the transaction history on an applicable transaction, follow these steps:

1. Locate the title application, and open the Title Preview page by clicking the **VIN**.

2. Click the **Application Status** on the top of the page.

Figure 74: Application Status

3. Any reasons added to retraction requests, returned transactions, or resubmitted transactions will appear for each entry in the Transaction History.
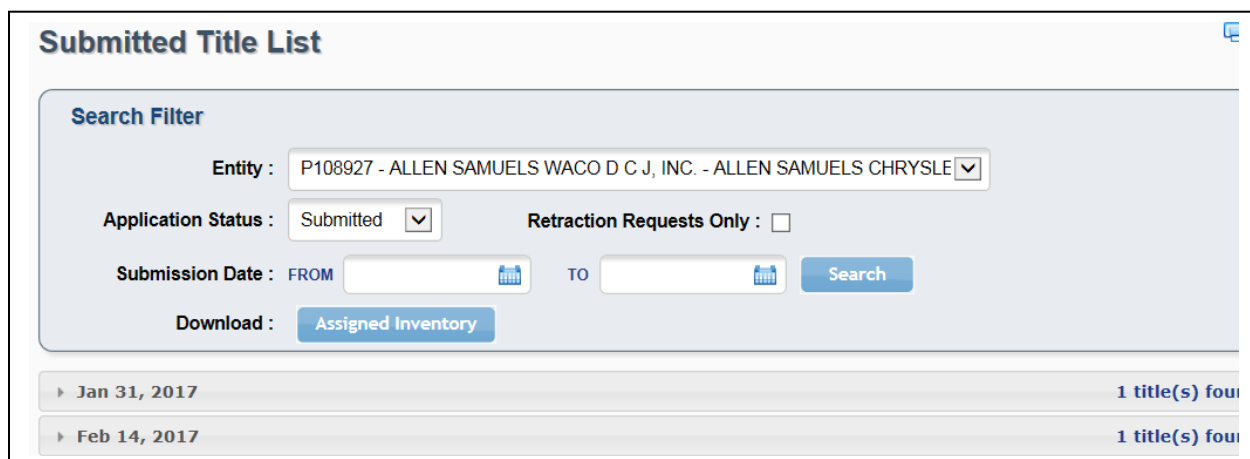
Figure 75: Transaction History

13 Download Assigned Inventory File

When an entity has submitted applications for approval, you can download the assigned plate inventory into a data file format (DAT) for use with your inventory management system.

To download the assigned inventory file, follow these steps:

1. Click the number adjacent to "Awaiting Review" in the Title Activity box, or from the Title Search page. On the Title Search page:

    *   Select an Entity from the dropdown or enter a Date Range, and

    *   Select an Application Status of "Submitted" or "Approved."

Figure 76: Submitted Title List

> **Note:** The Assigned Inventory button will only appear when the search criteria include the selections in the bullets above.

2. Click **Assigned Inventory.** This will identify all title applications with an entity's assigned inventory and generate a downloadable file.

3. The file will display giving you the option to open, save, or cancel.

Figure 77: Assigned Inventory File

4. Save the file to your preferred location or local file system (e.g., Desktop, folder, etc.).

5. Import the file into your inventory management system (external to RTS-POS).

Texas Department *of* Motor Vehicles

Appendices

Appendix 1 – Title Application Receipt

WEB DEALER ORIGINAL TITLE

1GNSCBE00BR135415

07741042781250000

COUNTY: FLOYD

PLATE NO: BN6B800
DOCUMENT NO: 07741042781250000

TAC NAME: DELIA SUAREZ
DATE: 02/17/2017   EFFECTIVE DATE: 02/17/2017
TIME: 01:59PM   EXPIRATION DATE: 1/2018
USER: 077-JERICKS   WEB TITLE ID: 4604

OWNER NAME AND ADDRESS
MICHAEL NESSERSON
12498 N.W. MAIN STREET
LEANDER, TX 78555

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
PLATE TYPE: PASSENGER-TRUCK PLT
ORGANIZATION:
STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1GNSCBE00BR135415   VEHICLE CLASSIFICATION: PASS
YR/MAKE: 2011/CHEV MODEL: 201 BODY STYLE: LL   UNIT NO:
EMPTY WT: 3500   CARRYING CAPACITY: 0   GROSS WT: 3500   TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO: TVL TRLR L/W/SQFT: 0'0"
PREV OWNER NAME: SEWELL CHEVROLET-BUICK-G PREV CITY/STATE: ANDREWS, TX

INVENTORY ITEM(S)   YR
PASSENGER-TRUCK PLT
WINDSHIELD STICKER   2018

VEHICLE RECORD NOTATIONS
ACTUAL MILEAGE
PAPER TITLE
MAJOR COLOR: BLACK

FEES ASSESSED
TITLE APPLICATION FEE $ 13.00
TEXAS MOBILITY FUND FEE $ 15.00
SALES TAX FEE $ 937.50
BUYERS TAG $ 5.00
TITLE CONVENIENCE FEE $ 10.00
WINDSHIELD STICKER $ 50.75
REG FEE-DPS $ 1.00
CNTY ROAD BRIDGE ADD-ON FEE $ 10.00
INSPECTION FEE-1YR $ 7.50
PROCESSING AND HANDLING FEE $ 4.75
                   TOTAL $ 1,054.50

ODOMETER READING: 25000   BRAND: A
OWNERSHIP EVIDENCE: OUT-OF-STATE TITLE
1ST LIEN

                            SALES TAX CATEGORY: SALES/USE

2ND LIEN
                   Date of Assignment/Sales Tax Date: 02/14/2017
                              Sales Price $ 15,000.00
                     Less Trade In Allowance $ 0.00
3RD LIEN   Taxable Amount $ 15,000.00
                            Sales Tax Paid $ 937.50
                  Less Other State Tax Paid $ 0.00
                                Tax Penalty $ 0.00
                           TOTAL TAX PAID $ 937.50

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

BN6B800

01 18

ANDREWS   BR135415

VOID
DO NOT USE/
NO USE

Appendix 2 – ACH Authorization Example

<IMA SAMPLE>
Tax Assessor Collector

Automatic Bank Draft Authorization Form

**** Please note that if your bank has an ACH limit, please notify this office and make sure that; your work does not exceed that limit, have the limit raised if necessary or authorize the <Name> County Tax Office to be able to exceed the limit if your work requires****

I (we) hereby authorize the <Name> County Tax Assessor/Collector's Office, herein called Company, to initiate debit transactions from the U.S. Bank named below, herein called Depository, for the payment of the tax, title and registration fees. I (we) understand that a NSF fee will be charged, as allowed by applicable law, if any item is returned for any reason.

Name _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Bank Name _____ Account Name _____

Routing Number _____ Account Number _____

Bank Representative _____ Phone _____

This Authority is to remain in full force and effect until Company and Depository have received written notification from me (us) of this termination in a timely manner as to afford Company and Depository a reasonable opportunity to act on it.

Authorized Signature:

Signature _____ Date _____

Printed Name _____ Title _____

Signature _____ Date _____

Printed Name _____ Title _____

Return this form to <Name> County Tax Assessor/Collectors office at <County Address, City, State>, Attn: <County Contact> or fax to us at (555) 555-5555. For more information please call (555) 555-5555.

<Name> County

Main Office:	Satellite Locations			
123 Sample	123 Sample	123 Sample	123 Sample	123 Sample
Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751
(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567
Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567

Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment

- Buyer must electronically acknowledge the buyer acknowledgment on the webDEALER Buyer Acknowledgment Login webpage. This can be done on most computer and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer's signature on the Form 130-U and the odometer disclosure.

- Only the buyer may interact with the buyer acknowledgment process.

- After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.

- Once the buyer acknowledgment has been completed and submitted, it cannot be accessed again.

- Buyer must have a current, valid Texas Driver License/ID.

  Note: This process cannot be used if the buyer has recently renewed their Texas Driver License/ID or changed their name or address before the new Texas Driver License/ID arrives. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person's identity. However, an expired Texas Driver License/ID can be used for webDEALER's Form 130-U Upload method.

- If there is a second owner (co-buyer), both buyers must meet the Texas Driver License/ID requirements, and both must sign the Form 130-U. Only one of the buyers will have their Texas Driver License/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.

- Only one trade-in is allowed.

- For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.

- Leased vehicles can be processed with the stipulation the leasing company representative completes the buyer acknowledgment (having a current valid Texas Driver License/ID).

Appendix 4 – Entity Equipment Requirements

Each location must have the proper equipment and infrastructure necessary for the webDEALER application.

Operating System

This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and UNIX may be able to run the application, but will not be supported.

Internet Connection

This application requires access to the Internet; a high speed Internet connection is recommended.

Web Browsers

The system was designed to be compatible with the latest web browsers.

Web Browser	Website	Version Requirements
Internet Explorer	www.microsoft.com/ie	Internet Explorer versions 8.0 and later *Note: Compatibility Mode should be turned off*
Firefox	www.mozilla.com/firefox	Latest version
Safari	www.apple.com/safari	Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
Chrome	www.google.com	Chrome is a freeware web browser developed by Google.

You may visit any of the browser's websites to confirm that you have the latest version installed. To check your browser version on a Windows machine, open the browser and click Help, About [*Browser Name]* where [*Browser Name*] is the name of the browser you are using.

Adobe Acrobat Reader

Adobe Acrobat Reader is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save these documents. If you don't already have the program installed, you may click here to download Adobe Acrobat Reader.

Printer Requirements

Printers used to print registration stickers must meet the following minimum specifications:

- Printer must be laser technology

- Media size must support, at the minimum, 8.5 x 11 in

- Memory: 32MB

- Processor Speed: 400MHz

- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v 1.4) printing

- Print Speed: Up to 30ppm, exact speed varies depending on the system configurations, software program, and document complexity

- Print Resolution, black: up to 1200 x 1200 dpi

- The laser jet printer fuser modes must have the capability to adjust heat range (from low, normal, high) in order to impose print on the documents

- The laser jet printer needs to come with LPT and/or USB connections based on computer system needs

- Printer must have the capability to adjust the X Y setting to compensate for alignment

Printers must be on the approved list provided by the TxDMV or be approved by the county. Please contact your county tax office for a list of approved printers.

County tax offices may choose to approve printers that are not on the list of department approved printers. Alignment is the most frequent challenge encountered with other printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. Counties will decide how many test stickers should be printed for their review, and sticker paper used for testing should also be taken into consideration.

The following criteria should be followed when verifying test sticker appearance:

1. Ensure proper alignment on all print areas of the sticker paper.

2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

Scanner Requirements

The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable, could delay processing.

Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

Surrendered Stamp

Each location must have a SURRENDERED stamp for stamping surrendered on the ownership evidence.

- Ink: Black

- Text: Arial

- Size: 1/4 in. H x 2-1/4 in. L

1/4 in. H   SURRENDERED

2-1/4 in. L
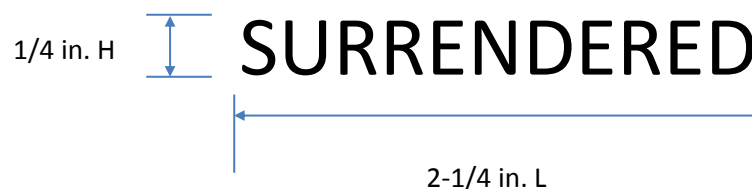
Appendix 5 – Document Upload Order

Note: This list is not intended as an all-inclusive list of supporting evidence.

1. *Application for Texas Title and/or Registration* (Form 130-U)

2. Evidence of Ownership:
   - Manufacturer's Certificate of Origin
   - Texas Certificate of Title
   - Texas Certified Copy of Title
   - Out of State Title

3. Other Supporting Evidence:
   - *Dealer's Reassignment of Title for a Motor Vehicle* (Form VTR-41-A)
   - *Limited Power of Attorney for Eligible Motor Transactions* (Form VTR-271)
   - *Power of Attorney for Transfer of Ownership to a Motor Vehicle* (Form VTR-271-A)
   - Repossession Affidavit
   - Release of Lien
   - *Rights of Survivorship Ownership Agreement for a Motor Vehicle* (Form VTR-122)
   - Weight Certificate

4. Out of State Vehicles:
   - Vehicle Inspection Report

5. Additional Supporting Documents

Appendix 6 – Support Information

Issue	Contact	Contact Information	Hours
System Process or Business Policy/Procedure	TxDMV Regional Service Center	Local phone or e-mail	**Monday – Friday** 8:00 AM – 5:00 PM
webDEALER System Issues	TxDMV IT Service Desk	(877) 933-2020	**Monday – Friday** 7:00 AM – 7:00 PM **Saturday** 8:00 AM – 3:30 PM